

**United States Bankruptcy Court
Southern District of Mississippi**



**Electronic Case Filing
On-line Credit Card Payment Guide**

Revised 07/27/2006

On-line Credit Card Payments

The On-Line Credit Card Payments module is designed to allow attorney filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. Upon the successful submission of a document requiring a filing fee the attorney filer has the option to pay after every transaction or make one payment at the end of the day for all transactions.

In order to successfully use the On-line Credit Card Payment module, your browser must have 128-bit encryption. Follow the instructions below to determine if your browser supports 128-bit encryption.

Microsoft Internet Explorer (4.x, 5.x, 6.x)

1. Click the “Help” tab on your menu bar at the top of the screen
2. Scroll down and select “About Internet Explorer”
3. A small window appears in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit, or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it does not indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Netscape Navigator/Communicator (4.x or greater)

1. Click “Help” on your menu bar at the top of the screen.
2. Scroll down and select “About Navigator” or “About Communicator.”
3. A screen appears that lists the details of your browser. Look for a section on the left and toward the middle that begins “Contains encryption software from RSA Data Security, Inc...” If the next paragraph begins, “This version supports U.S. security...” your browser has 128-bit encryption. If it states that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.

All completed on-line payment of fees, exhibit a receipt entry that is automatically posted to the docket sheet for each case. The entry includes the filing fee amount and receipt number. (See Figure 1)


09/03/2004	 Motion for relief from stay Fee amount \$150, filed by Debtor Joseph Taylor Objections due by 9/18/2004. (Attorney, Jason)
09/03/2004	Receipt of filing fee for Motion for relief from stay(03-30301-saf7) [motion,mrlfsty] (150.00). Receipt number 63529, amount \$ 150.00. (U.S. Treasury)

Figure 1

Filing a New Bankruptcy Case or Other Pleading Requiring a Fee

Once you have completed the filing of a new case, or the filing of a pleading that requires the payment of a fee (e.g., Motion for Relief from Stay), the Electronic Payment window appears. You have the option of selecting “Pay Now” or “Continue Filing.” (See Figure 2)

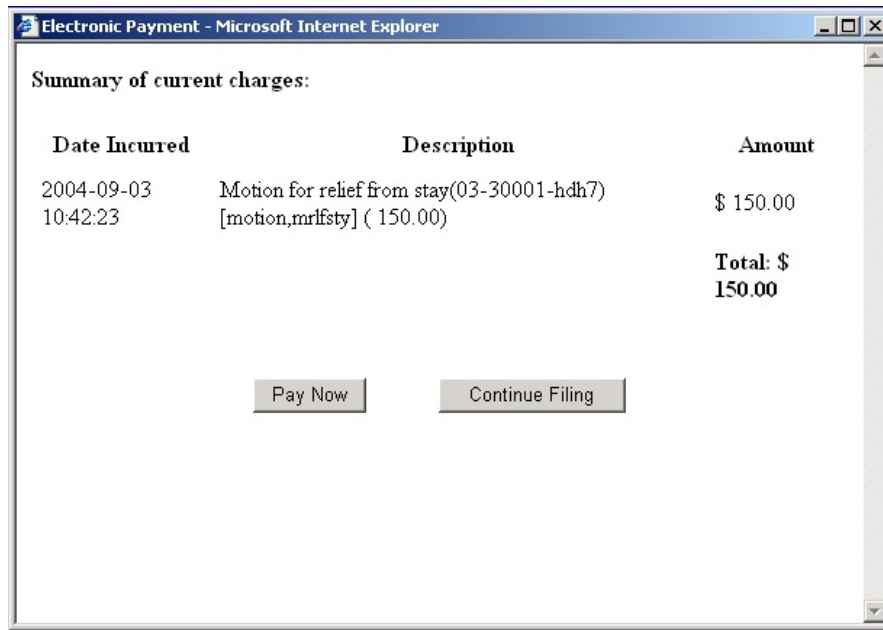


Figure 2

IF YOU “CONTINUE FILING,”

you will receive an opportunity to “Pay Now” after each subsequent transaction or pay at the end of the day using the “Utilities” menu option, “Internet Payments Due.”

IMPORTANT: You must settle your account at the close of business each day. If your account is not settled, it is likely the system will prevent you from filing the following day. You will be unable to file pleadings in ECF until you settle the outstanding balance on your account.

IF YOU “PAY NOW,”

click “Pay Now” and the “Pay.gov Enter Payment Information” window appears. (See Figure 3)

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

[Section 508 Policy](#)

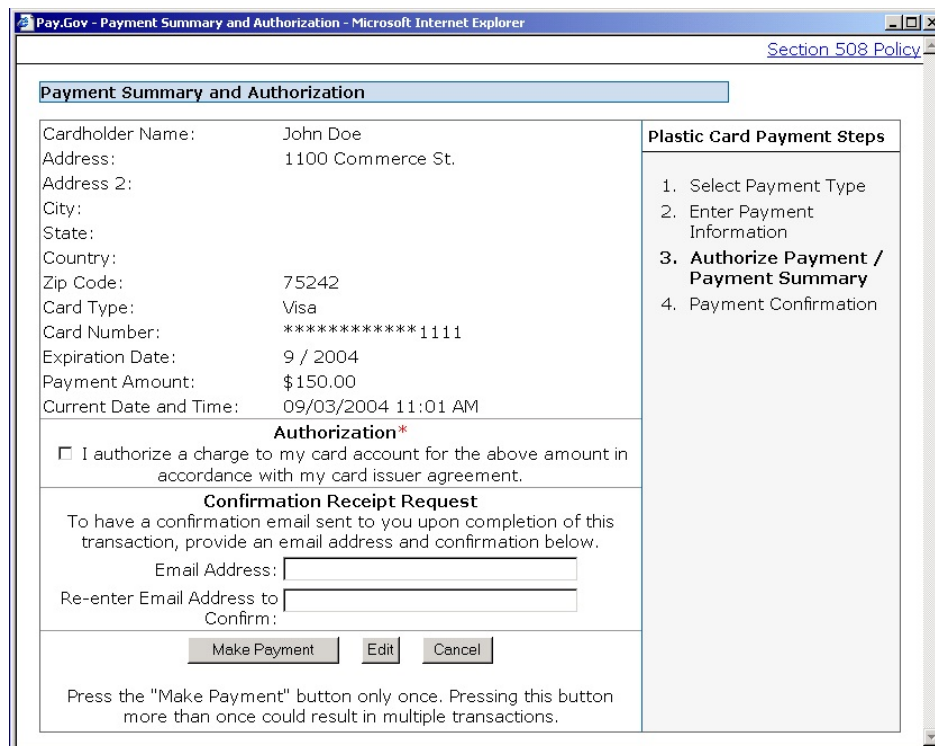
Enter Payment Information

Cardholder Name:	John Doe *	Plastic Card Payment Steps
Address:	1100 Commerce St. *	
Address 2:		
City:		
State:	-- OR -- Province / Region / County: *	
Country:		
(Instead of state, if necessary)		
Zip Code:	75242 *	
Card Type:	Visa *	
Card Number:	4111111111111111 *	
Security Code:		1. Select Payment Type
Expiration Date:	September / 2004 *	2. Enter Payment Information
Payment Amount:	\$150.00 *	3. Authorize Payment / Payment Summary
<p>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</p> <p><input type="button" value="Continue"/> <input type="button" value="Quit"/></p>		4. Payment Confirmation

Figure 3

1. Select the appropriate Card Type (Visa, MC, Discovery, Amex, or Diner's Club) from the drop-down menu
2. Enter Card Number
3. Enter Expiration Date
4. Click "Continue" to bring up the "Pay.gov Payment Summary and Authorization" window (See Figure 4)

NOTE: Cancellation of the transaction may be made at any time by clicking "Quit."



Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Section 508 Policy

Payment Summary and Authorization

Cardholder Name: John Doe Address: 1100 Commerce St. Address 2: City: State: Country: Zip Code: 75242 Card Type: Visa Card Number: *****1111 Expiration Date: 9 / 2004 Payment Amount: \$150.00 Current Date and Time: 09/03/2004 11:01 AM	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
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Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Figure 4

5. Authorization: Check the box next to “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.”

Note: Failure to check the box will result in an error message and you will be unable to continue with payment processing. (See Figure 5 on Page 6)

6. Confirmation Receipt Request: To have a confirmation e-mail sent to you upon completion of the transaction, enter and re-enter your e-mail address in the fields provided.

Once the necessary entries have been made on the “Pay.gov Payment Summary and Authorization” window, click “ Make Payment.”

IMPORTANT: Do NOT double-click “Make Payment.” Double-clicking may result in duplicate charges to your credit card.

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

[Section 508 Policy](#)

Payment Summary and Authorization

Errors were found in your request.

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.

Please correct these errors and attempt the action again.

Cardholder Name: Jason Attorney Address: 1100 Commerce St. Address 2: City: State: Country: Zip Code: 75242 Card Type: Visa Card Number: *****1111 Expiration Date: 9 / 2004 Payment Amount: \$150.00 Current Date and Time: 09/03/2004 11:43 AM	Plastic Card Payment Steps <ol style="list-style-type: none"> 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
---	--

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Figure 5

When your card has been authorized, a message window appears. “Thank you. Your transaction in the amount of \$ (amount) has been completed.” The system instructs you to print a copy of transaction by clicking on the link “[print a copy of](#)”. A transaction number is also listed. (See Figure 6)

https://ecf-test.tbmb.uscourts.gov/cgi-bin/cc_success.pl - Microsoft Internet Explorer

U.S. Bankruptcy Court

Thank you. Your transaction in the amount of \$ **150.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **63527**.

Figure 6

7. Click “Close window”

NOTE: If an invalid credit card number is entered, or an error in processing the payment occurs, an error message window appears. (See Figure 7)

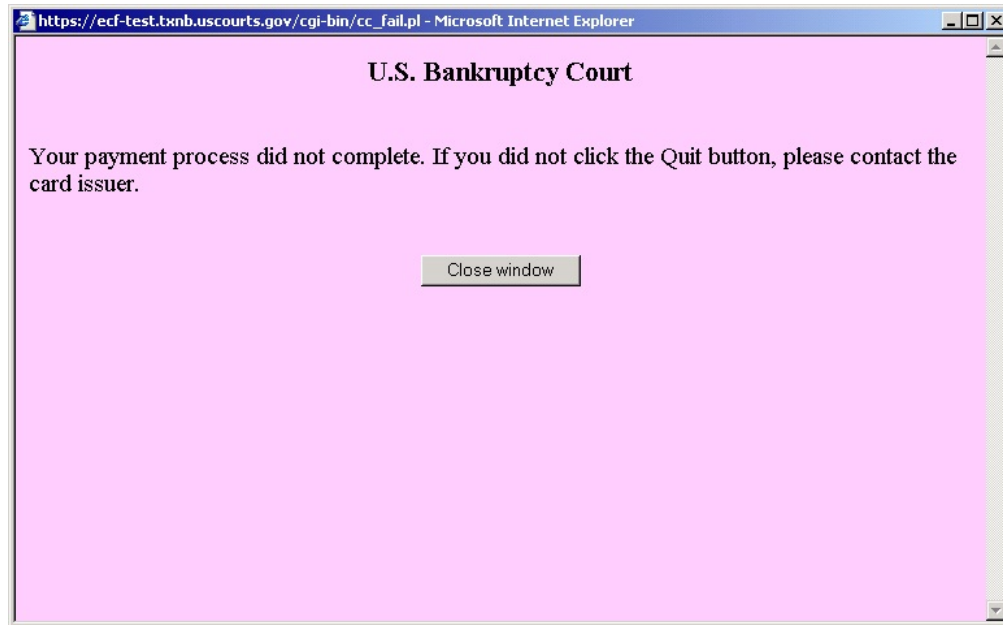


Figure 7

IMPORTANT: If you do not receive confirmation of a successful transaction, (a) review the “Internet Payment History” report under “Utilities” (b) review the docket report on PACER, or (c) contact the court to see if the transaction was successful. **Do NOT re-file your pleading if you are uncertain the transaction was completed successfully. Re-filing the pleading may result in duplicate charges to your credit card.**

Filing a New Bankruptcy Case Using Quick Filing or “Flash” Filing

If you are using petition preparation software to submit your bankruptcy filings to the court, you **MAY NOT** be prompted by a credit card payment window upon completion of the filing. In order to pay your fee(s), go to “Utilities” and use the “Internet Payments Due” report in ECF. You must settle your account by the close of business each day.

Filing a New Adversary Case

The procedure for filing bankruptcy cases through ECF also applies to adversary case filing. Upon filing the adversary in ECF, you are prompted to either select “Pay Now” or “Continue Filing.”

There is an exception to the payment of the filing fee for an adversary proceeding which is clearly stated on the “Open Adversary Case” window. (See Figure 8)

ECF Bankruptcy • Adversary • Proposed Order Upload • Query • Reports • Utilities • Logout ?

Open Adversary Case

If the plaintiff is the United States other than the U.S. Trustee acting as a trustee, the debtor, or a child support creditor or its representative who has concurrently filed an Appearance of Child Support Creditor form, proceed to the end of filing and select the continue filing option on the pop up screen. Email the appropriate information to NoFee@MSSB.uscourts.gov for removal of filing fee.

If a trustee or a debtor-in-possession is the plaintiff, the fee is to be paid from the funds of the estate.

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

Fee: \$150

Figure 8

EXCEPTION

If the plaintiff is:

1. The United States, other than the U.S. Trustee acting as a trustee, or
2. The debtor, or
3. A child support creditor, or its representative, who has concurrently filed an Appearance of Child Support

Complete the filing of the adversary and select “Continue Filing” on the “Electronic Payment” information “Summary of Current Charges” window. (See Figure 2 on Page 3) Do **NOT** click “Pay Now” if the exception applies.

SEND an e-mail to NoFee@mssb.uscourts.gov to have the court remove the filing fee from your transaction log. Please include the following information in your e-mail:

1. Attorney Filer’s Name
2. Case number
3. Event (adversary, motion to reopen, etc.)
4. Dollar amount
5. Date of Filing, and
6. Reason the fee should be waived

The court will review the case and notify you by e-mail that the fee has been waived.

If the exception applies to your adversary case, do **NOT** settle your account until you have received e-mail notification from the court that the fee has been waived. This will ensure that the court has had time to receive your e-mail and remove the filing fee from your transaction log.

Filing a Motion

The procedure for using the On-line Credit Card Payments module works similarly for motions and notices which require a fee.

IMPORTANT: If you are filing a motion for relief from stay that is exempt from the filing fee because it is:

1. Agreed, Stipulated or With Consent
2. Co-debtor Lift Stay
3. Filed by an agent of the government
4. Filed by a Child Support Creditor

Be certain to choose the correct "no fee" event code. No prompt will appear to pay a filing fee.

Filing Amended Matrix and Schedules (D, E & F)

When filing an amended matrix and schedules D, E & F, select event "Amended matrix/amended schedules (fee)."

IMPORTANT: By choosing this event, one \$26.00 fee will be charged. If docketed separately a \$26.00 fee will be charged for each pleading.

REPORTS

Internet Payments Due

Use of this report allows for immediate payment of all outstanding fees without docketing another pleading or opening another case. This report may also be used if you have concluded filing for the day and did not select the "Pay Now" option on the last filing. No selection screens or sort options are offered.

1. Click "Utilities"
2. Click "Internet Payments Due"
3. The "Electronic Payment" window appears with a "Summary of current charges" (See Figure 9)

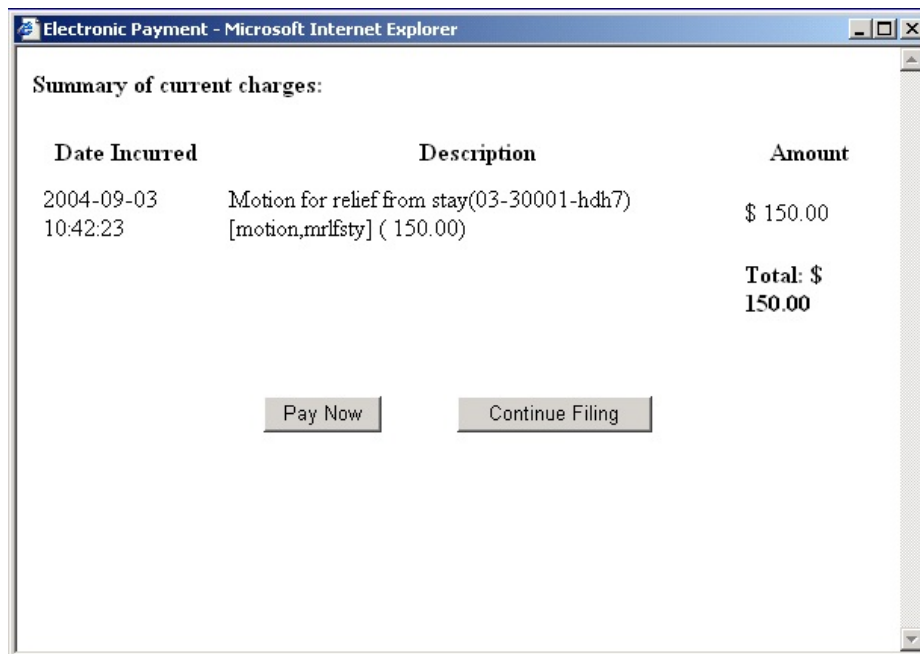
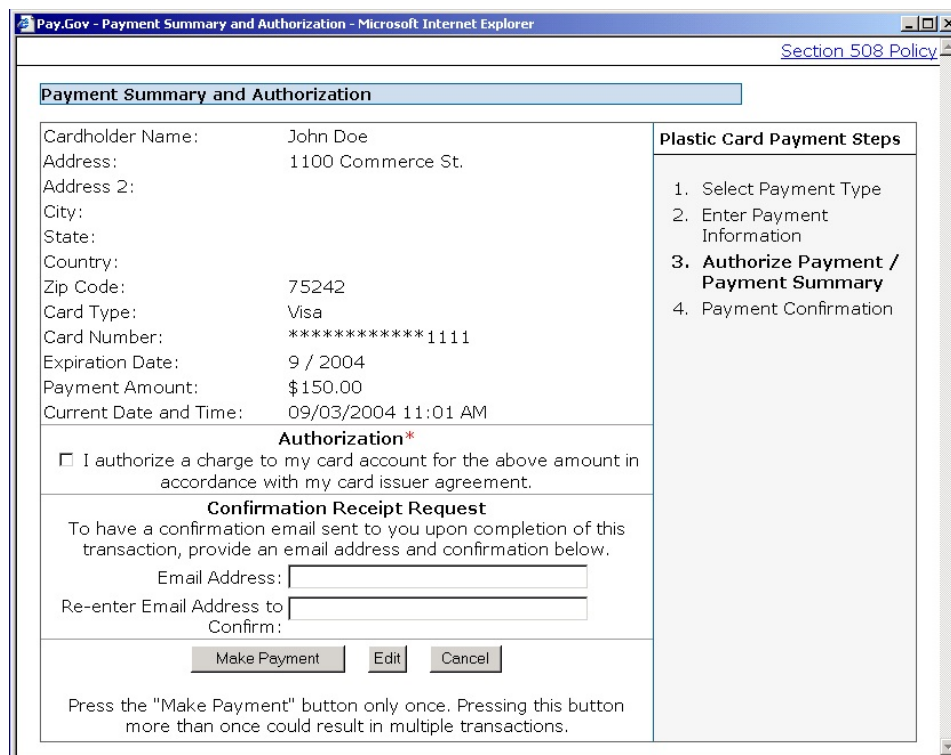


Figure 9

4. Click "Pay Now"
5. The "Pay.gov Payment Summary and Authorization" credit card information window appears. (See Figure 10 on Page 11)
6. Select the appropriate Card Type (Visa, MC, Discovery or Amex) from the drop-down menu.
7. Enter Card Number
8. Enter Expiration Date

NOTE: Cancellation of the transaction may be made at any time by clicking "Quit."



Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Section 508 Policy

Payment Summary and Authorization

Cardholder Name: John Doe Address: 1100 Commerce St. Address 2: City: State: Country: Zip Code: 75242 Card Type: Visa Card Number: *****1111 Expiration Date: 9 / 2004 Payment Amount: \$150.00 Current Date and Time: 09/03/2004 11:01 AM	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
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Authorization*
☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request
 To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
 Re-enter Email Address to
 Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Figure 10

9. Authorization: Check the box next to “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.”

Note: Failure to check the box will result in an error message and you will be unable to continue with payment processing. (See Figure11)

10. Confirmation Receipt Request: To have a confirmation e-mail sent to you upon completion of the transaction, enter and re-enter your e-mail address in the fields provided.

Once all the necessary entries have been made to the “Pay.gov Payment Summary and Authorization” window, click “Make Payment.”

IMPORTANT: Do NOT double click “Make Payment.” Double-clicking may result in duplicate charges to your credit card.

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

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Payment Summary and Authorization

Errors were found in your request.

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.

Please correct these errors and attempt the action again.

Cardholder Name: Jason Attorney Address: 1100 Commerce St. Address 2: City: State: Country: Zip Code: 75242 Card Type: Visa Card Number: *****1111 Expiration Date: 9 / 2004 Payment Amount: \$150.00 Current Date and Time: 09/03/2004 11:43 AM	Plastic Card Payment Steps <ol style="list-style-type: none"> 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
---	--

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Figure 11

When your card has been authorized a message window appears. "Thank you. Your transaction in the amount of \$ (amount) has been completed." The system instructs you to print a copy of your transaction by clicking on the link "[print a copy of](#)". A transaction number is also listed. (See Figure 12)

https://ecf-test.txnb.uscourts.gov/cgi-bin/cc_success.pl - Microsoft Internet Explorer

U.S. Bankruptcy Court

Thank you. Your transaction in the amount of \$ 150.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 63527.

Figure 12

11. Click “Close window”

When you have completed the on-line payment of fees, the receipt entry will automatically be posted to the docket sheet for each case(s). The entry includes the filing fee amount and receipt number. (See Figure 13)


09/03/2004	 Motion for relief from stay Fee amount \$150, filed by Debtor Joseph Taylor Objections due by 9/18/2004. (Attorney, Jason)
09/03/2004	Receipt of filing fee for Motion for relief from stay(03-30301-saf7) [motion,mrlfsty] (150.00). Receipt number 63529, amount \$ 150.00. (U.S. Treasury)

Figure 13

Internet Payment History

The “Internet Payment History” report allows review of all completed credit card payments over any specified time period.

1. Click “Utilities”
2. Click “Internet Payment History”
3. Enter date range
4. Click “Run Report”
5. The report is displayed. (Figure 14)


ECF					
Bankruptcy • Adversary • Proposed Order Upload • Query • Reports • Utilities • Logout 					
U.S. Bankruptcy Court					
Internet Payment History for Attorney , Jason					
8/3/2004 to 9/3/2004					
Date Paid	Description	Payment Method	Receipt #	Amount	
2004-09-03 10:07:21	Motion for relief from stay(03-30001-hdh7) [motion,mrlfsty] (150.00)	credit card	63527	\$ 150.00	
2004-09-03 10:14:49	Motion for relief from stay(03-30301-saf7) [motion,mrlfsty] (150.00)	credit card	63529	\$ 150.00	
2004-09-03 13:06:15	Motion for relief from stay(03-30001-hdh7) [motion,mrlfsty] (150.00)	credit card	63547	\$ 150.00	

Figure 14

For a complete list of all filing fees, please go to the court web site at <http://www.mssb.uscourts.gov/Fees/FilingFeesFrame.htm>

For more information regarding court procedures for electronic case filing, please visit the ECF User Manual located at www.mssb.uscourts.gov/CM-ECF/Index.htm